

Carlos Dorman

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Authorized to work in the US for any employer

Work Experience

Bakery Line Worker

National Choice Bakery - Twin City Bagel - South Saint Paul, MN
September 2019 to Present

Performed duties and provided service in accordance with established operating procedures and company policies

- Bakery pallet organization
- Knowledge of storing pallets
- Operate specialized Machinery
- Prepare loads for shipping/shipment
- Packaging and sorting specialist
- Assisted quality assurance by visually inspecting items and removing defect parts.
- Worked closely with others in team-oriented settings to maintain line productivity.
- Completed such tasks as boxing, labeling and moving items, which enabled production line to continue efficient operations.
- Kept work area clean, neat and organized to prevent accidents, mishaps and misplaced tools.
- Used established assembly instructions to complete jobs quickly, accurately and with zero errors.
- Assembled bagel products according to changing daily work orders and specific customer needs.
- Performed preventive maintenance to maintain optimal productivity and increase equipment lifetime.
- Organized work to meet demanding production goals.
- Ensured that all health and safety guidelines were followed.
- Responsible for achieving production requirements.
- Configured any human and material resources needed.

Shipping and Receiving Clerk

D & B Plating - Fridley, MN
September 2020 to September 2021

D & B Plating - Fridley, MN September 2020 to September 2021 Load and unload trailers. Read and understand bill of lading, purchase orders and packing slips. I am superficial on fork lift. I spoke with customer, owners, owner operators, drivers and couriers. I was a team leader to the men and woman who worked the line in production and packing. I wasn't just a relay godshipping clerk I learned as much as I could while at d&b plating.

Maintenance Worker

Minnco Industries - Saint Cloud

September 2017 to September 2017

Completed daily, weekly and monthly checklists on building equipment to maintain records of scheduled maintenance procedures.

- Provided facility inspection and maintenance to ensure superior levels of cleanliness and upkeep.
- Reviewed technical documentation to perform accurate repairs on diverse equipment.
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- Followed instructions, both orally and written from the supervisor regarding daily job tasks and duties.
- Safely and effectively handled wide range of cleaning products and solutions.
- Followed all work orders and specifications to determine which machines and equipment required replacement, repair or maintenance.
- Removed trash and recyclables at the end of each shift and disposed of items in proper receptacles.
- Coordinated team member movements based on current needs, avoiding safety concerns or delays.
- Troubleshoot and diagnosed mechanical issues, completed basic repairs and conducted preventive maintenance actions to keep equipment functional.
- Prevented waste when transferring materials between transport containers and processing equipment.
- Updated daily logs with production data such as weights, destinations and delivery times to keep management current on team activities.
- Organized and secured stored materials and parts in designated area.
- Moved pallets of merchandise using electric forklifts and electric pallets.
- Received cargo by lifting and moving it using hand trucks and pallet jacks.
- Stacked merchandise on both partial and full pallets and removed empty pallets from sales floor.
- Removed plastic and straps from pallets to facilitate unloading.
- Unloaded trucks and rail cars and moved materials to staging area.
- Ensured forklifts were operational through performance of preventative maintenance and effective troubleshooting of malfunctions.
- Inspect equipment for defects and performed repairs or maintenance tasks.
- Placed loads in optimal manner to maximize efficiency of work.
- Cleaned warehouse areas to maintain safety and efficiency.
- Located proper slots on storage racks and set pallets in place with forklift.
- Placed overstocked items in temporary storage.
- Organized inventory to ensure efficient location of merchandise.
- Reported damage to racks, faulty equipment and other safety hazards to [Job Title] for remediation.
- Operated equipment while observing standard safety procedures.
- Handled multiple tasks simultaneously to maximize work efficiency.
- Packed items into appropriate containers for shipment.
- Maneuvered forklift safely in congested and confined areas using proper technique and guidance.
- Examined shipments for quality and accuracy.
- Checked accuracy of merchandise signs.
- Loaded, transported and stacked materials.
- Maintenance Technician

Private Property Maintenance Worker

South Saint Paul

September 2011 to September 2011

Performed minor wall repair to maintain walls, including installing drywall and repairing and applying wallpaper.

- Operated sledge hammers, shovels, picks, rakes, weed trimmers and leaf blowers to maintain exterior of facility.
- Completed daily, weekly and monthly checklists on building equipment to maintain records of scheduled maintenance procedures.
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- Managed available parts, tools and materials inventory to maintain prompt response capability.
- Followed procedures for the use of chemical cleaners and power equipment to prevent damage to floors.
- Worked with building managers to assess ongoing needs and plan preventive maintenance and cleaning schedules.
- Reviewed technical documentation to perform accurate repairs on diverse equipment.
- Inspected and tested machinery and equipment to diagnose malfunctions.
- Troubleshoot and diagnose problems with mechanical and electrical systems and equipment.
- Inspected systems in use to detect problems, complete maintenance and recommend solutions.
- Completed documentation for recordkeeping and customer use.
- Reduced opportunities for theft and trespassers by securing all entrances and exits.
- Tossed all outdoor debris, including yard clippings into receptacles to properly maintain grounds.
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
- Followed all work orders and specifications to determine which machines and equipment required replacement, repair or maintenance.
- Removed dirt and lubricated machinery shafts, bearings and gears to ensure proper maintenance.
- Inspected fire extinguisher equipment to maintain a safe environment for workers or residents.
- Examined alarm systems and monitors to meet carbon monoxide and fire standards and safeguard personnel.
- Used various equipment to remove snow and sprinkled rock salt on walkways to prevent falls.
- Maintained cleanliness of buildings and property.
- Finalized work on building systems by completing basic carpentry and other finish work.
- Removed damaged portions of walls, walkways, partitions and other similar structures in preparation for repairs.

Education

High school or equivalent

Skills

- Packaging
- Manufacturing Experience
- Training & Development
- Assembly Experience
- Property maintenance
- Handyman experience
- Forklift
- Inventory control
- Freight
- Warehouse experience
- Basic math
- English

Certifications and Licenses

Forklift Certification

Assessments

Mechanical skills: Monitoring — Proficient

November 2019

Monitoring machine indicators to determine appropriate functioning.

Full results: [Proficient](#)

Forklift safety — Familiar

November 2021

Best practices and safety hazards in forklift operation

Full results: [Familiar](#)

Work style: Reliability — Completed

November 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Osha 10 hour general safety.